

**PTO Meeting Minutes**  
**10/03/2018**

- I. The PTO meeting was called to order on Wednesday, October 3, 2018 at 9:01 am in the Elementary PD Room at Oak Grove School.

**Attendees:** Liz Howard, Christine Merrill, Agata Karpowicz, Ashley Wilson, Julie Kovach, Lonny Lemon, Andrew Fenton, Jina Rappaport, Ken LaCrosse, Beth Zender, Elisabeth Cobb, Raabia Khan, Lynsey Wolfe

- II. September 5, 2018 minutes were approved as distributed.

III. **Reports of the Officers**

A. **President's report -**

1. A thank you note was received from Mrs. Jakubowski thanking the PTO for sponsoring her training in Boston this summer.

- A. **Vice-President:** Agata Karpowicz reviewed the BOE Notes from the meeting on 9/25/2018:

**Superintendent's Report**

- Veteran's Day Ceremony is November 9<sup>th</sup> and this year it will be held inside in the Pat Patt gym
- State law requires us to do three fire drills a year, one shelter in place drill, one bus evacuation drill and one active shooter drill. So far this year, we've done one of the fire drills, the bus evacuation drill and the shelter-in-place drill. Proposed dates in October were sent to the Sheriff's Department for an active shooter drill
- IASB Region Supper (October 10) Dr. Lemon and Dr. Giamis attending
- Snowflake @ Hawthorn North on October 19
- "Those Who Excel" banquet on October 20

**New Business/Information**

- The World Language SAC committee would like permission to take students on a trip to Costa Rica. The District cannot support this.
- Dr. Cacciatore gave a curriculum report and presented a slideshow regarding Standards Based Grading survey data.
- The fourth-grade team gave the administration feedback regarding their class sizes and the addition of the two new part-time 4<sup>th</sup> grade teachers and would like the Board to add another section of 4<sup>th</sup> grade.
- OGSEF's next meeting is on October 16; they have awarded some nice grants to the teachers. Mr. Farris received a new sound system, a grant was awarded to Mr. Henneberry to purchase a set of Google Classroom Goggles, and elementary teachers received science supplies and materials. The Foundation is looking at for a 'battle of the bands' type of event and currently researching venues.
- Mrs. Flores gave a presentation regarding an app called Seesaw that the elementary teachers are using.

- The auditor gave an overview of the recent audit findings. There are no major findings and he reported that the fund balance was larger than predicted. The audit will be submitted for board approval next month.

### **Approvals**

- The Consent Agenda was approved
- Personnel Action was approved
- The Teacher and Administrator Salary and Benefit Report was approved

### **Next Meeting is October 23, 2018**

- A. **Treasurer:** Ashley Wilson explained that the PTO computer died and Technology is looking at it, so the PTO will need to review options for a new laptop. All information was on an external drive so we will be up to date.
- B. **Registrar:** Becky Rynes was not in attendance, but asked to share that she had no updates
- C. **Report from Administrative:** Dr. Lemon reported:
- a. The Committee for Veteran's Day met with students and they have some active Veteran's. They liked the idea of hosting the event inside again this year. The event will be held on Friday, November 9<sup>th</sup> instead of the observed Monday, November 12<sup>th</sup>.
  - b. The Board Election will take place in April. There are three incumbents, they have not disclosed if they plan to run again yet. Packets are due back mid-December for those running. Those considering running are invited to contact Dr. Lemon with any questions. Dr. Lemon added he retires at the end of next year so there will be an upcoming Superintendent search, and the teacher's contract will be up; so a lot will be going on for next Board. The PTO will host a meet the candidate event prior to the election, probably in late February/Early March.
  - c. Oak Grove is in search of a new Lunch Aide position, please share.

### **IV. Report from Standing Committees:**

#### **A. Teachers Liaison:**

1. Jina Rappaport shared that if the PTO voted "yes" for the proposed author visit, she was able to make arrangements with Anderson's to provide books at a discounted rate. See more details under Old Business.
2. The Battle of the Books list has been set and she is shopping for the cheapest books. There were 50-60 teams last year and she hopes to have the same number of participants or more.

#### **B. Junior High Book Fair -** Raabia shared the Junior High Book Fair was scheduled for November 7-9<sup>th</sup>, set up will take place on Monday, November 6<sup>th</sup>. The event goes through the Veteran's Day ceremony on November 9<sup>th</sup> to try and bring in more people to shop. Last year they made just under \$1,000 and she hopes to do the same. She is currently looking for volunteers and will also share the sign-up link in the Oak Grove News.

#### **C. Fundraisers -** The PTO is still looking for a Fundraiser Chair volunteer. This includes keeping track of any PTO fundraiser activities such as Amazon Smile, Heinen's, Stuck on you Labels, etc. This is a great way to get involved and can

be done from home when convenient for the Chair. If you are interested or know anyone interested, please contact Christine Merrild or Liz Howard.

- D. **Halloween Parties** - Christine checked in with Beth Zender to confirm all the room parents were set as we near the Halloween parties. Beth confirmed there are room moms for all classes. She also set up a google docs to coordinate grades K-4 and to keep track of supplies that can be reused. Everything is on track for the Halloween Parties. The room moms will also be helping with Multi-Cultural week, tentatively scheduled for April. Christine noted there is room in the PTO storage space and the PTO purchased more bins if she would like to store anything there. Beth asked about the Directory as a source for sending emails about the parties. It is expected to be distributed the following week or teachers can forward emails to parents in the meantime. Christine and Liz will contact the Chair for the older grades to confirm the status of their Halloween Party which generally is pizza for lunch. It was also suggested getting a DJ during their lunch period. The PTO will need to cancel/close out lunch orders for grades 5-8 with Marla's if doing a pizza party.
- E. **Box Tops** - Elisabeth Cobb shared the first collection deadline for box tops is Nov 1<sup>st</sup>. She will be going in during the student's lunch hours to talk to them about how to find the box top and get them excited. Dr. Lemon and Mr. Fenton were thanked for their support participating in the duct tape incentive. Elisabeth will also put something in the Oak Grove news. If each student can bring in 20 box tops throughout the year, that would be great. The second deadline for box tops is March 1<sup>st</sup>.
- F. **Report from OGSEF** – Dr. Lemon provided an update, the next meeting is on October 16<sup>th</sup>. This year is an off year for the Gala, they are working on planning another Oak Grove Rocks at Austin's and are looking at dates in February. They are also trying to make grants more specific, and offer spontaneous grants with quicker approvals three times a year. The spontaneous grants will follow specific themes and typically be turned around in a week. They recently gave awards to teachers for last year's mini-grant recipients.

#### V. **Old Business** -

- A. A request for funds from Jina Rappaport was received for \$2200 plus travel at the September PTO meeting to bring in youth author Jordan Sonnenblick in for grades 6-8. He would be here the entire day on December 6<sup>th</sup> doing an assembly and workshops. One of his books will also be part of the battle of the books. The writing workshops can't be more than 50 people, so they will work to identify those students that will get the most out of them. He will also have lunch with up to 20 kids, possibly the Literature/LA teachers could nominate students. He will be in town already, so his travel expenses are less. Mr. Fenton noted this is a good deal for an author of this level. Mrs. Rappaport added that grades 4-5 had an author visit recently, and she has an author for the 3<sup>rd</sup> graders. She is working on K-1 author possibilities. It was noted last year the PTO had a little over \$2,000 is did not spend from authors and speakers that could be put towards this author program. There was a paper ballot vote, motion passed.

## VI. **New Business -**

- A. A request from Sara Lock was received for \$160 for Rockalingua music based Spanish learning program for elementary students. This program will give students access to music and games to support the curriculum. It would be something new for grades K-3, there is no current program in place that is similar. It would benefit approximately 400 students. Jina Rappaport added students can access the program on their devices through an app so they can also use outside class. Motion passed.

## VII. **Announcements –**

- A. Dr. Lemon recently learned it was National Custodian's week so is working on doing something.
- B. Dr. Lemon provided some details on school report cards. It will be released at the end of October. OGS can also create a dashboard to tell our story and OGS has a lot of success to share. Some data is provided by the State such as demographics, but we can also highlight other things. Administration was given a template and instructions on how to populate with data so they also want to highlight contributions from the PTO and OGSEF. The PTO was asked to summarize approximately how much the PTO has given back to the district over the last 3 years and it was estimated about \$166,000. Dr. Lemon noted this was phenomenal giving back to kids and he thanked the PTO.
- C. Jina Rappaport noted she and Raabia had met to discuss doing the "One Book, One Community" program on the off years of the multi-cultural fair. One possible book they found covered diversity and exclusion. The whole school or community would read the same book and have discussions and questions surrounding the book. They are still working on the idea, but eventually may request some help from the PTO.
- D. Beth Zender noted that some room moms requested the birthdays of staff members. Dave Huber said he could work on sharing on a calendar.
- E. If you would like to share anything on the Oak Grove social media pages, please email details to [socialmedia@ogschool.org](mailto:socialmedia@ogschool.org) and copy Dr. Lemon.

The meeting was adjourned at 9:48 am. The next meeting will be on November 7, 2018 at 9:00 a.m. in the Elementary PD Room.